

DRAFT  
30 January 1956

REGULATION

PERSONNEL

ASSIGNMENT

RESCISSION: [ ] dated 9 October 1954

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DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS. ☐  
☒ DECLASSIFIED  
CLASS. CHANGED TO: TS S C  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 10-2  
DATE 24/06/81 REVIEWER: [ ]

1. GENERAL

This regulation establishes policy, responsibilities and procedures for the assignment of staff employees, staff agents, and detailed military personnel within the Agency. It does not apply to assignments involving grades GS-16, 17, or 18 or to assignments of employees compensated in accordance with Wage Board or Negotiated Wage Schedules.

2. POLICY

- a. According to the needs of the Agency, personnel will be assigned to positions involving duties and responsibilities which are commensurate with their abilities and which will, whenever possible, offer them opportunity for growth and development.
- b. All detailed military personnel will be assigned to a regularly established position.
- c. Normally an individual's grade will correspond to the grade of the position to which he is assigned. However, he may be assigned to a higher or lower graded position within the limitations prescribed by this regulation, when it is in the best interests of the Agency due to such circumstances as:

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- (1) The individual is the only qualified person available for a position which must be filled immediately because of operational needs.
- (2) A particular assignment is desirable to provide an individual with certain experience to qualify him for future assignments in which he would be of greater value to the Agency.
- (3) The individual possesses qualifications of evident value to the Agency in positions of his own grade, and although no immediate assignment at that grade is available, staffing plans indicate the availability of an appropriate position in the foreseeable future.

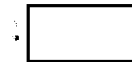
d. Assignment of a person to a lower graded position will be preceded by an explanation to him of the reason(s) for the action and a notation of this explanation will be made a matter of record in the Official Personnel Folder.

### 3. CAREER SERVICE GRADE AUTHORIZATION (CSGA)

The Career Service Grade Authorization (CSGA) is a tabulation by grade of all authorized General Schedule positions which have been identified with each Career Service in accordance with R  The CSGA represents the basis for 25X1 planning and controlling the grade level distribution of the members of each Career Service and provides a guide for maintaining personnel assets in balance with personnel requirements. The grade distribution of all members of each Career Service together with the assimilated GS ranks of those military personnel who are assigned to General Schedule positions designated to the Career Service, may equal but not exceed the Career Service Grade Authorization.

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4. RESPONSIBILITIES

a. OPERATING OFFICIALS

Operating Officials are responsible for:

- (1) Providing job data and information concerning the duties, responsibilities and qualifications requirements of positions within their organizations;
- (2) Making recommendations to the Heads of appropriate Career Services concerning the assignment of personnel to such positions; and
- (3) Evaluating the performance and potential of employees who are assigned to their organizations.

b. HEADS OF CAREER SERVICES

Heads of Career Services are responsible for:

- (1) Recommending assignment actions which affect either employees or positions identified with their Career Services. The assignment of an employee in one Career Service to a position identified with another Career Service will be for a stated minimum period of time as agreed to by the Heads of both Career Services. In the case of such assignments, action to reassign an individual before he has completed the stated minimum period of time in the assignment will also require approval by the Heads of both Career Services.
- (2) Ensuring that the Career Service Grade Authorization is not exceeded.

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c. DIRECTOR OF PERSONNEL

The Director of Personnel is responsible for:

- (1) Providing assistance to Operating Officials and Heads of Career Services in connection with the definition of the duties, responsibilities, and qualifications requirements of positions and the evaluation of personnel qualifications;
- (2) Providing assistance to Operating Officials and the Heads of the Career Services in connection with the evaluation of qualifications and the selection of individuals for assignment;
- (3) Approving those actions which conform to the provisions of this regulation;
- (4) Periodically determining and reporting the status of Career Service Grade Authorization for each career service.

5. PROCEDURES

Requests for assignment action will be submitted to the Director of Personnel on Standard Form 52, Request for Personnel Action, in accordance with the instructions in Handbook No.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

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